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[Public Health Network Models Subcontract](#)

Request for Proposals

The National Network of Libraries of Medicine, Greater Midwest Region (NN/LM GMR), under contract with the [National Library of Medicine \(NLM\)](#), and the [Centers for Disease Control \(CDC\)](#) Information Center announce the availability of Public Health Network Models Subcontracts.

These projects are jointly funded by the CDC Information Center and the NN/LM GMR. Up to **\$50,000** is available. A minimum of one subcontract will be funded in 2001/2002. Proposals not funded may be resubmitted in subsequent years.

Proposals are due **November 30, 2001**. Awards will be announced on or before **February 1, 2002**.

If you have questions, require assistance, or need copies of similar successfully funded proposals, ask your GMR [State Contact Librarian](#) at 800-338-7657 or gmr@uic.edu.

Purpose

The primary purpose of Public Health Network Models Subcontracts is to stimulate the planning, implementation and evaluation of local public health network models that extend and augment the NN/LM GMR structure, creating new building blocks for a national public health information services network. Funded projects will promote the products and services of the CDC, NLM and NN/LM within the overall goal of achieving [Healthy People 2010](#) objectives. Projects must target only publicly funded health departments.

This program will assist the health information professionals and the health sciences libraries in the NN/LM GMR in their provision of services to local and state public health departments and public health professionals that do not have access to critical public health information.

The target audience includes staff in public health departments working with underserved areas; inner city; minority populations; senior citizens; low income populations; and in public health departments participating in the [Health Alert Network \(HAN\)](#).

In addition, Public Health Network Models Subcontracts are offered to:

- Provide access to health information resources to public health professionals with no convenient access to the resources of large academic medical centers.
- Increase public health professionals' awareness and use of currently available health information resources.
- Improve public health workers' access to CDC information services and resources
- Expand the number of health information professionals within the NN/LM GMR who have

specific knowledge of the information access needs of the public health professionals and public health issues in their areas.

- Provide a model collaborative program that can be expanded to the entire NN/LM network.
- Provide a collaborative program that enhances the goals of the [Partners in Information Access for Public Health Professionals](#).
- Strengthen the NN/LM GMR and develop the role of health information professionals as a component of health care delivery throughout the region.

Eligibility

Proposals will be accepted from NN/LM GMR [Full Members](#).

Requirements

Proposals should address one or more of the following objectives:

- Provide public health workers with the skills, access, on-going user support and information services relative to their practice, including the use of CDC, NLM and NN/LM information resources.
- Provide equipment and connections for public health departments that are unconnected or "underconnected" to the Internet, and training for department employees in using CDC, NLM and NN/LM information resources.
- Increase consumer awareness of public health issues working with public health departments and through partnerships with a variety of community organizations and groups such as public libraries, clinics, social services agencies.
- Establish local and/or state public health web-based services, emphasizing CDC, NN/LM and NLM resources, as well as AIDS resources and other resources aimed at special need populations.
- Serve as a testbed for CDC initiatives integrating NLM and other knowledge-based information resources and services into the public health worker's desktop toolkit.

Applicants are expected to use or adapt existing training materials before developing new materials. Applicants are encouraged to consult the training materials available in the [NN/LM National Training Center and Clearinghouse](#). If other training materials are used, they should be registered in the Clearinghouse.

Applicants must follow guidelines issued by the [NN/LM Outreach Evaluation Resource Center](#) when developing needs assessments and evaluations.

Technical Proposal Instructions

A detailed plan must be submitted indicating how the statement of work will be implemented. All elements outlined in the Statement of Work must be addressed in as much detail as necessary to demonstrate a clear understanding of the work being undertaken.

Please prepare your Technical Proposal according to the following outline:

Introduction

- Working title for project.
- Date of submission.
- Name of the library and institution.
- Name, address, phone and fax numbers, and email address of the primary contact.
- Indicate that the library of the primary institution is an NN/LM GMR Full Member and a [Loansome Doc](#) provider.
- LIBID of the library.

Mandatory Qualification Criteria for the Lead Institution

Please check the appropriate answer to each of the following statements.

1. ___Yes ___No - The lead institution has a library with a health sciences collection.
2. ___Yes ___No - The lead institution is willing to provide document delivery and backup reference service to the targeted institutions or communities for the duration of the project.
3. ___Yes ___No - The lead institution is an NN/LM GMR Full Member.
4. ___Yes ___No - The lead institution is a [DOCLINE](#) participant.
5. ___Yes ___No - The lead institution has the ability to set up an account for the project and obtain the project funds from the NN/LM Greater Midwest Region on a cost-reimbursement basis.

Statement of Work

The statement of work will include technical requirements and specific tasks. Project descriptions are expected to be succinct. The statement of work must address the following:

1. Introduction and background.
2. Identification of need.
3. Identification and description of target population and geographic area covered:
Describe the number and types of public health professionals and other groups (if any) included in the project and cite source(s) for this data. Estimate the percentage and number of public health professionals in the target group reached by the project.
4. Project goals and objectives:
Goals must demonstrate the overall goal of establishing models for a public health information services network that provides access to biomedical information to public health professionals in publicly funded health departments including awareness of public health issues within the general population. State the overall objectives and the specific accomplishments expected. Indicate the rationale for the plan, and the relationship to comparable work in progress elsewhere.
5. Methodology and approach:
Describe in detail the project methodology, indicating any previous experience with methodology, areas of anticipated difficulty or unusual circumstances. Discuss the possible or probable outcomes of proposed approach.
6. Publicity:
Provide a detailed plan for promoting the project to the targeted organization or community.
7. Personnel:
Identify all project personnel. Include a narrative summary of qualifications as they relate to the statement of work and project responsibilities. Evidence of the Principal Investigator(s) ability to manage a project of similar scope should be provided. A summary of estimated hours of project work and percentage of total hours worked should be provided for all personnel. Include

curriculum vitae or resumes for all proposed project personnel.

If a position is new and will not be filled by current staff, please provide a detailed job description and minimum qualifications for the position.

8. Facilities/Institutional Support:
Describe the (bidding) institution, its resources and services, as it pertains to the statement of work. Describe the services that will be provided to project participants. Include a letter of commitment from the bidder's institutional administration, and letters of commitment from the administration of all libraries and agencies involved in or targeted in the project.
9. Schedule:
Provide a work schedule and a schedule for the delivery of items specified in the statement of work. The schedule must conform to the Period of Performance.
10. Evaluation plan:
Describe the plans for evaluating the project's success, especially success in reaching the target group. Include information about the healthcare community, healthcare professionals, and their methods of accessing information before and after the project. Obtaining data about information tools essential to public health practice during the course of the project is helpful. Respondents should consult [Measuring the Difference: Guide to Planning and Evaluating Health Information Outreach](#) in developing the evaluation plan.
11. Continuation of activities after project completion:
Describe intent to continue project services to targeted community after completion of the project. What services will be continued and how will they be funded?
12. Other NLM or NN/LM GMR support:
Information on grants/contracts/competitive purchase orders with NLM or NN/LM GMR that were funded previously, are currently active, pending review, or being prepared for submission, must be provided. List dates of awards, amount of award, title of project, period of performance and funding agency.

Attachments

- Curriculum vitae of key personnel.
- Description of facilities and resources available to the project.
- Letters of support from institution(s).
- Other supporting information.

Cost Proposal Instructions

The respondent shall submit a detailed budget providing a breakdown of and justification for the costs included in each category. A narrative justification for the budget items is required and must accompany the budget form. Use the budget estimate outline to submit your proposed budget. Modified Total Direct Costs are calculated by subtracting Capitalized Nonexpendable Equipment from the Total Direct Costs. Overhead (Indirect Costs) are applied only to the Modified Total Direct Costs. The total amount requested is calculated by adding Total Direct Costs to Overhead. If indirect costs are charged, they must be limited to no more than 20% of the budget, and must be included as part of the total, not charged in excess of the budget. In-kind costs (contributed by institution) are encouraged. Total cost must not exceed \$50,000. Funds may be requested for the following (these are examples only and are not meant to be all-inclusive):

- Salaries of project personnel.
- Rental or purchase of equipment and software to support training and demonstration.

- Activities and programs to improve access to health information.
- Travel necessary to support the project.
- Developing, producing, and distributing promotional materials other costs.

The budget estimate must include the following:

1. Submitted by
2. Date
3. Institution
4. Period Covered
5. Expenditure Categories
 - Personnel
 - Salaries
 - Fringe Benefits
 - Travel
 - Equipment
 - Supplies
 - Communications
 - Reproduction
 - Exhibits and Training Sites
 - Other Costs
6. Total
 - Total Direct Costs
 - Modified Total Direct Costs
 - Indirect Costs
 - Total
 - In-kind Costs

Definitions and Instructions for Budget Narrative Justification

Personnel:

Include professional and support personnel for the project.

Equipment:

Includes rental or purchase of equipment and software to support the project.

Communications:

Include telephone, postage, parcel and other delivery services and communication line charges.

Reproduction:

Include costs for printing/photocopying of project related materials.

Other Costs:

Include any items which do not fit into any other line item. Please provide a breakdown of what has been included under Other Costs.

Period of Performance

The Period of Performance shall be within twenty-four months after the date of award.

Evaluation Factors

Proposals will be reviewed by members of the [Regional Advisory Council](#) and individuals from the GMR and CDC Information Center staffs. Proposals are then sent to NLM for final approval.

In the selection of the awardee(s), primary consideration will be given to the evaluation of technical proposals. The evaluation will be based on the demonstrated capabilities of the prospective bidders in relation to the needs of the project as set forth in the Statement of Work. The merits of each proposal will be carefully evaluated, based on responsiveness to the RFP and the thoroughness and feasibility of the technical approach proposed. Applicants must submit information sufficient to evaluate their proposals based on the criteria listed below.

Technical Evaluation Criteria

The following criteria will be used to evaluate proposals. The criteria are listed in the order of relative importance with points assigned for evaluation purposes. Proposals will be scored against these criteria, so be certain that all criteria have been addressed.

Identification of Need/Description of Target Group/Geographic Area (35 Points)

- Description of the target group or area; of the actual or perceived need for the project; and of its potential impact on information services to this group. Estimated percentage of the target group that will be served by the project. (25 points)
- Estimated number and types of public health workers to be included in the project and the source from which this information was derived. (10 points)

Methodology/Technical Approach (35 Points)

- The logic and feasibility of the methodology and technical proposal. (25 points)
- Plans for evaluating the success of the project. (10 points)

Experience and Facilities of the Respondent and Supporting Documentation (30 Points)

- Experience of the proposed personnel in developing and conducting promotional and/or training/orientation projects for health professionals. If the respondent has no prior experience in conducting related projects, include evidence that steps will be taken to obtain adequate background or experience prior to carrying out the project. (10 points)
- Demonstrated evidence of facilities and resources adequate to support the project. Letters of commitment from administration and of support from target institution(s). (10 points)
- Evidence of a commitment to continuing outreach services to the targeted population beyond the contract period. (10 points)

Proposal Submission Requirements

The respondent should submit one original and two copies of the proposal to:

Jean Sayre, Associate Director
NN/LM Greater Midwest Region
UIC Library of the Health Sciences (M/C 763)
1750 W. Polk Street
Chicago, IL 60612-7223

Do not staple or bind the proposal. Proposals should be submitted in a format suitable for photocopying.

Reporting Requirements

All reports must be submitted in **electronic format** ([valid](#) and [accessible](#) HTML and/or [PDF](#)) suitable for publication on the NN/LM website. Subcontract recipients will be asked to report on the experience in [GMR publications](#). Subcontractors agree to allow the NN/LM GMR and the CDC Information Center to republish reports and materials.

Subcontractors will be required to complete an [Outreach Database Descriptive Record Form](#) at the beginning and end of the performance period.

Subcontractors shall prepare and submit the following reports on a schedule to be determined at the time of award:

Quarterly Reports:

Quarterly reports will include a narrative description of the activities during the reporting period, and the activities planned for the next reporting period. At a minimum, the report will include:

- Progress toward major objectives of the project.
- Information about target populations served, including ZIP codes.
- Problems encountered and measures taken to resolve them.
- Suggestions for modifications to the project.
- [Outreach Reporting Forms](#).
- [Exhibit Reporting Forms](#).

Final Report

The Final Report shall be submitted 30 days from the last day of the performance period and will include:

- Narrative summary of project accomplishments.
- Sites where training was done and a description of training sites.
- Description of target audience.
- Copies of materials developed as part of the project.
- List of exhibits.
- Approaches and interventions used.
- Project evaluation results.
- Observations on problems or barriers encountered.
- Impact of the project.
- Recommendations for improvements, alternative methods, insights, etc.

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<http://nnlm.gov/gmr/funding/ph/rfp.html>

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